

**DEPARTMENT HEADS AND DIVISION CHIEFS -- PLEASE POST ON YOUR BULLETIN BOARDS**

**PROMOTIONAL/EMPLOYMENT OPPORTUNITY**

<b><u>Vacancy No.:</u></b>	180-3
<b><u>Title of Position:</u></b>	Kitchen Manager, Human Services/Senior Services Department
<b><u>Salary Range:</u></b>	\$35,000 - \$38,000 per year
<b><u>Date Posted:</u></b>	June 29, 2021
<b><u>Deadline for Applying:</u></b>	Open Until Filled.
<b><u>Remarks:</u></b>	This is an Unclassified/Exempt Position Examination Weights: 100% Education and Experience
<b><u>Statement of Duties:</u></b>	Under the general supervision of the Director of Senior Services, supervises and coordinates the activities of kitchen employees and volunteers engaged in preparing food and ordering supplies for the dining room and coffee shop located at the Pilgrim Senior Center. Duties include safely preparing food for the lunch program as required by the RI Department of Health; plating meals; ordering food and paper products for the kitchen, dining room and coffee shop; ensuring proper cleaning, maintenance of kitchen equipment; ensuring that employees and volunteers follow safety protocols; organizing dining room work schedule for the day with all workers; coordinating monthly volunteer schedule for dining room and recruiting workers as needed; calling in orders to central kitchen; calling/e-mailing lunch cancellations and additions into kitchen as requested; setting up overseeing the set up of dining room for daily meal; tracking meal site attendance; preparing computerized meal participant list; accepting and recording program donations; preparing meal site deposits; purchasing food; processing all required paperwork and reports associated with the position; making weekly bank deposits; overseeing Coffee shop operations; leading Meal Site Council meetings; performing other work related duties, on and off site, which may be requested.
<b><u>Education &amp; Experience:</u></b>	Applicants must possess a high school diploma or general education degree (GED), and a minimum of one year of experience in a position responsible for food preparation and supervision, preferably in an organization with an elderly or special needs clientele; or any equivalent combination of education and experience. Must also have working knowledge of Microsoft word and excel.
<b><u>Special Note:</u></b>	A valid R.I. Driver's License is required. License check for the last two years will be performed. Negative findings may prevent applicants from being considered. <b>Must obtain a Food Safety Manager Certification through the State of R.I. within 60 days from date of hire.</b>

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

**THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER**

**<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>**